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# OLGA

## On-line Grants Application Off-Highway Motor Vehicle Recreation Grants and Cooperative Agreements Program

Welcome to the On-line Grants Application (OLGA) for the California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Grants and Cooperative Agreements Program) and the Recreational Trails Program (RTP). OLGA is a web-based application system which is used throughout the grants process. Move the mouse over the options in the left pane of the home page to view additional details for each option. We are now accepting applications for the 2016 RTP grants cycle.

If you are a new user, click on the "Getting Started" button on the left side of this screen to learn how to register your agency and create a user profile. You will also learn how to create a Project Director Request, select RTP as the grant category, and create an account for your agency.

If you are a returning user, click on the "Getting Started" button on the left side of this screen to learn how to register your agency and create a user profile. You will also learn how to create a Project Director Request, select RTP as the grant category, and create an account for your agency.

Applications must be submitted by the deadline date.

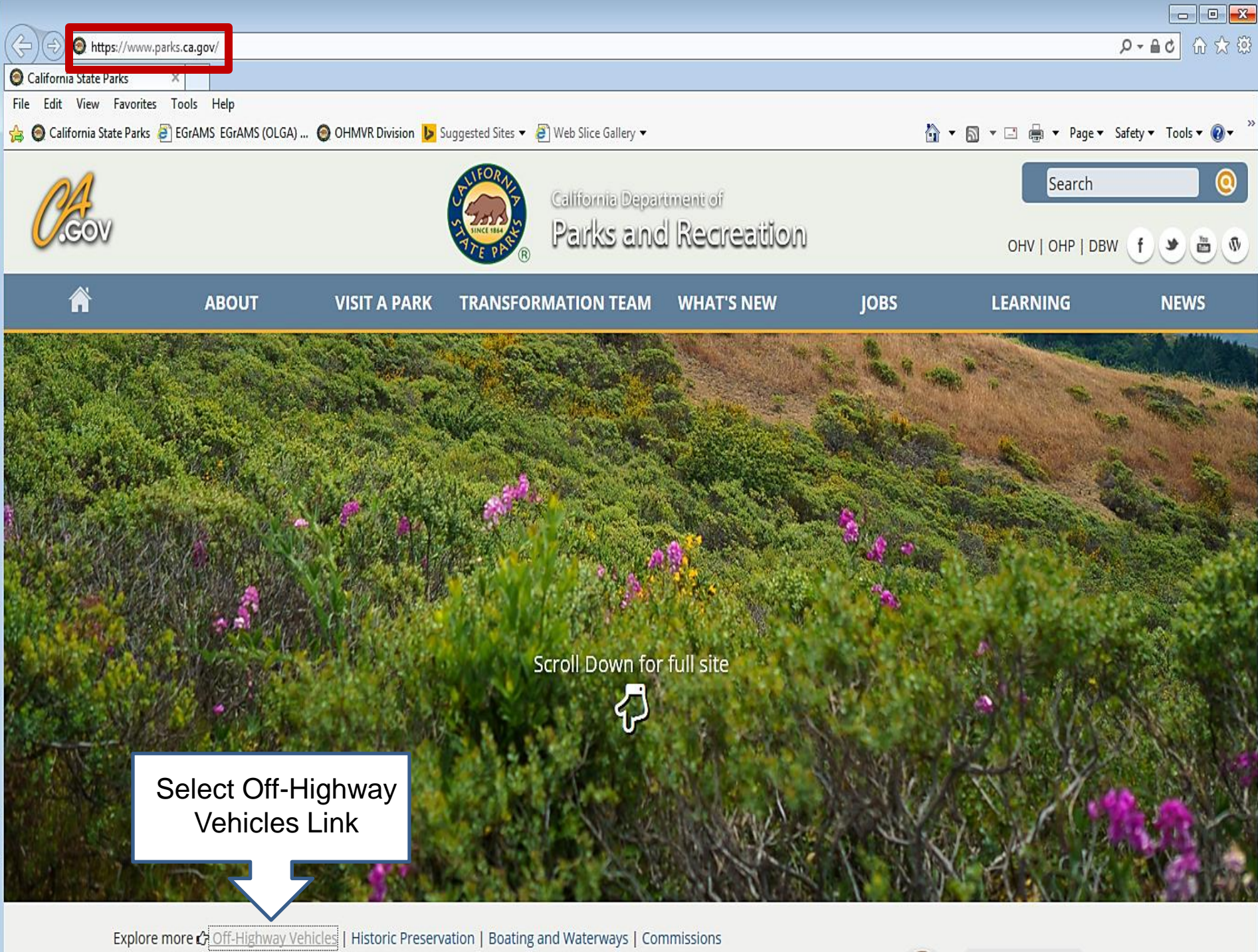
If you have any technical questions, please contact the OHMVR Division at (916) 324-4442 or at ohvinfo@parks.ca.gov.

Submit a Project Director Request, selecting RTP as the grant category, and create an account for your agency.

2016.

If you have any technical questions, please contact the OHMVR Division at (916) 324-4442 and complete telephone number (with area code).





https://www.parks.ca.gov/



California Department of  
Parks and Recreation



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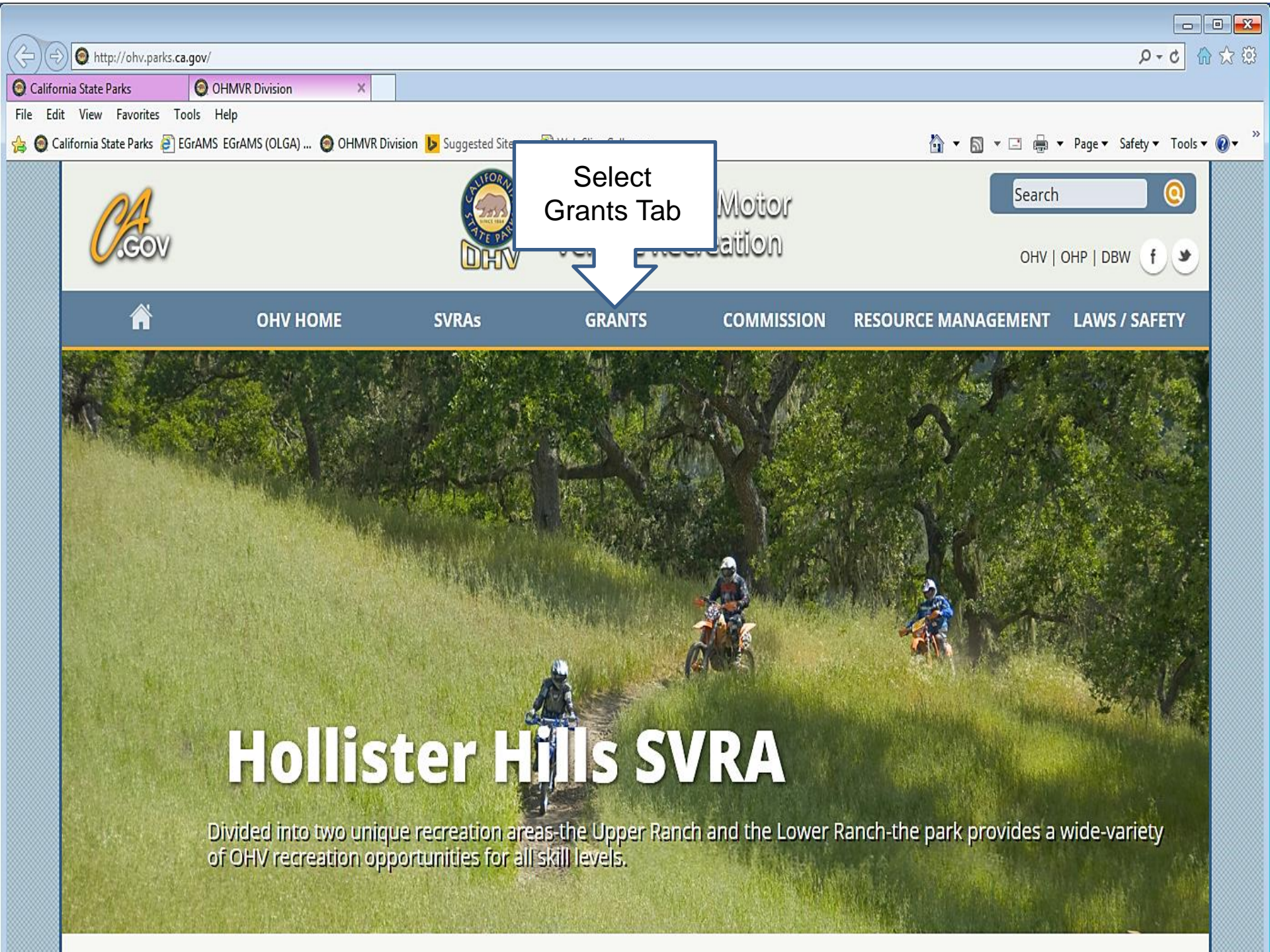
Scroll Down for full site



Select Off-Highway  
Vehicles Link







Select  
Grants Tab

# Hollister Hills SVRA

Divided into two unique recreation areas-the Upper Ranch and the Lower Ranch-the park provides a wide-variety of OHV recreation opportunities for all skill levels.



When you scroll over tab, you will see a drop down menu for quick access links

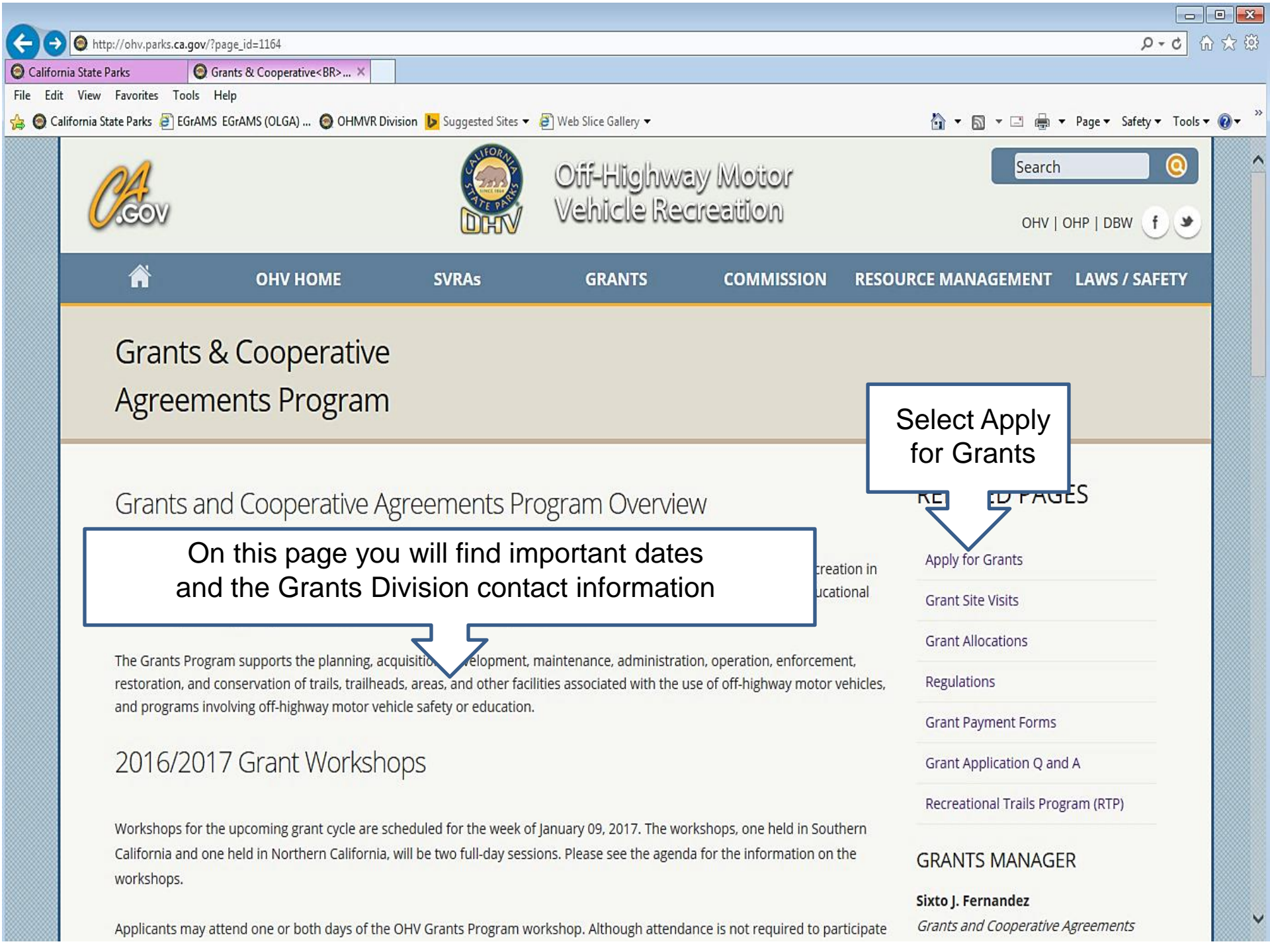
Search

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Off-Highway Motor  
Vehicle Recreation

OHV | OHP | DBW



OHV HOME

SVRAs

GRANTS

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## Grants & Cooperative Agreements Program

### Grants and Cooperative Agreements Program Overview

On this page you will find important dates  
and the Grants Division contact information

The Grants Program supports the planning, acquisition, development, maintenance, administration, operation, enforcement, restoration, and conservation of trails, trailheads, areas, and other facilities associated with the use of off-highway motor vehicles, and programs involving off-highway motor vehicle safety or education.

### 2016/2017 Grant Workshops

Workshops for the upcoming grant cycle are scheduled for the week of January 09, 2017. The workshops, one held in Southern California and one held in Northern California, will be two full-day sessions. Please see the agenda for the information on the workshops.

Applicants may attend one or both days of the OHV Grants Program workshop. Although attendance is not required to participate

Select Apply  
for Grants

RECENT PAGES

[Apply for Grants](#)

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[Grant Application Q and A](#)

[Recreational Trails Program \(RTP\)](#)

### GRANTS MANAGER

**Sixto J. Fernandez**

*Grants and Cooperative Agreements*

http://ohv.parks.ca.gov/?page\_id=26468

California State Parks Apply for Grants

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## Apply for Grants

### On-Line Grants Application

Select On-line Grants Application link

To apply for a grant, log on to the [On-Line Grants Application \(OLGA\)](#)

### On this page you will find OLGA Instructions

Welcome to the On-Line Grants Application (OLGA) powered by EGrAMS. OLGA is a web based, end-to-end solution supporting the entire grant life cycle process. OLGA offers a streamlined solution to the OHMVR Grants and Cooperative Agreements Program. OLGA supports configuration of the grant application package, online grant application entry, application review, and submission of periodic progress reports.

If you would like to apply for a grant, and this is your first time using OLGA, read the six steps below to learn how to register your agency and create a user profile. You will also learn how to designate a Project Director who will coordinate project requests and user accounts for your agency. Additionally, PDFs of step-by-step instructions are available for download.

#### Step 1: Register Your Agency

All agencies must enter their agency information in OLGA. This information will only need to be entered once per agency. Your agency information must be entered into OLGA before you can:

- Create a User Profile (OLGA login), and
- Enter a Project Director request

## RELATED PAGES

- [Grants & Cooperative Agreements Program](#)
- [Grant Allocations](#)
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The screenshot shows a web browser window with the address bar displaying [http://olga.ohv.parks.ca.gov/egrms\\_ohmvr/user/home.aspx](http://olga.ohv.parks.ca.gov/egrms_ohmvr/user/home.aspx). The browser's address bar shows the URL. The page title is "EGrAMS : Home". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows various icons for navigation and tools. The page content includes the California State Parks logo, the text "Off-Highway Motor Vehicle Recreation GRANTS AND COOPERATIVE", and a sidebar with a list of links. A red arrow points from the "Pop-up Blocker" menu item to the "Turn off Pop-up Blocker" option. Another red arrow points from the "Review Preliminary Application" link in the sidebar to a text box.

California State Parks  
Off-Highway Motor Vehicle Recreation  
GRANTS AND COOPERATIVE

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You may review preliminary and final applications from prior years by selecting Review Preliminary Application or Review Final Application Links.

Preliminary applications must be submitted by 5:00pm, March 6, 2017.

If you have any technical difficulties accessing the application, please contact the OHMVR Division at (916) 324-4442 or at [ohvinfo@parks.ca.gov](mailto:ohvinfo@parks.ca.gov). Please include your full name and complete telephone number (with area code).

California.gov Home | [OLGA Home](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)

Before your begin, you will need to turn off your pop-up blocker.

# OLGA Instructions

The following six steps will allow you to navigate through OLGA:

**Step 1: Register Your Agency**

**Step 2: Create User Profile**

**Step 3: Project Director Request**

**Step 4: Create Application**

**Step 5: Assign Users to Projects**

**Step 6: Enter Grant Application**



# OLGA

## NAVIGATION TOOLS



**Instructions / Information** - Provides instructions / information for a specific item or screen



**Screen Help** - Provides detail instructions about a specific screen



**Drop Down** - Displays a drop down list of valid values for a field



**Go** - Displays the respective screen



**Next Page or Tab**



**Last Page**



**Previous Page or Tab**



**First Page**



**Click to Select**

[Show Documents](#) – Displays reference documents (e.g., Regulations, Appendix, Soil Conservation Standard and Guidelines)

[Logout](#) – Logs you out of the grant application section of OLGA and returns you to the Home page

### Action Buttons:



OK

Updates or confirms an action



Cancel

Cancels an action



Setup

Allows setup of the current screen



Review

Allows review of the current screen



Find

Finds the selection criteria entered



Close

Closes the current screen and returns to the main screen



Save

Saves entries



Save

Saves entries and moves to the next page



Validate

Checks for errors



Errors

Displays errors



PDF

Displays the current section in pdf format



Spell

Performs a spell check on the text entered in the respective section



Show Tree

Displays a site map of the current section

NOTE: Placing the mouse on an option button will display a brief description of what the option does.



# Step 1: Register Your Agency

All agencies must enter their agency information in OLGA. This information will only need to be entered once per agency.

Your agency information must be entered into OLGA before you can:

- Create a User Profile (OLGA login), and Enter a Project Director request. ***(If your agency is already registered, skip to Step 2: Create User Profile.)***

**Note:** You will need to know your agency's nine (9)-digit Federal ID in order to register your agency.



Welcome to the **On-line Grants Application (OLGA)** for the California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division's Grants and Cooperative Agreements program and the Recreational Trails Program. OLGA is a web-based application system which aids users throughout the grants process. Move the mouse over the options in the left pane of the home page to view additional details for each option.

We are now accepting applications for the 2016/2017 (G16) grants cycle.

If you would like to apply for a grant, and this is your first time using OLGA, you should click on the "Getting Started" button on the left side of this screen to learn how to register your agency and create a user profile. You will also learn about designating a Project Director, who will coordinate project requests and user accounts for your agency.

If you are a returning user, you will need to complete and submit a Project Director Request, selecting GCA as the Grant Category and GCA 16 for the Grant Program before you can create and start working on your application.

Preliminary applications must be submitted by 5:00pm, March 6, 2017.

If you have any technical difficulties accessing the application, please contact the OHMVR Division at **(916) 324-4442** or at [ohvinfo@parks.ca.gov](mailto:ohvinfo@parks.ca.gov). Please include your full name and complete telephone number (with area code).

On the OLGA "Home Page", click "Register Your Agency" This action will bring up the "Agency Registration" screen.



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Download Agency Registration Form (complete this form and e-mail it to Sixto Fernandez at Sixto.Fernandez@parks.ca.gov)

[Agency Registration Form](#)



Complete the required fields in the Agency Registration form and submit via email.

# Step 2: Create User Profile

OLGA requires users to create a user profile to access the various functionalities of OLGA. Each user must have a valid user name and password to login to OLGA.

**Note:** New users may login and start using OLGA only **after** they have been:

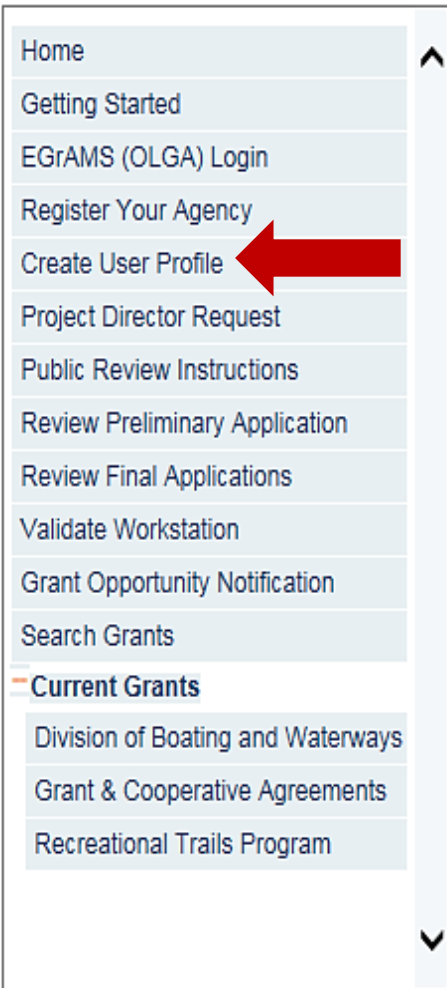
- Activated by OHMVR Division staff and Assigned permissions by the agency's designated Project Director.

Each user completes their user profile by entering their user information in OLGA. If you are also applying for an RTP grant, you can use the same user profile; however, you will need to complete a separate project director request.

**Note:** Your User Profile remains in OLGA, you do not need to create a new one for each grant cycle.

***Before you attempt to create your user profile, ensure that your agency information has been registered in OLGA. (See Step 1: Register Your Agency.)***





Welcome to the **On-line Grants Application (OLGA)** for the California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division's Grants and Cooperative Agreements program and the Recreational Trails Program. OLGA is a web-based application system which aids users throughout the grants process. Move the mouse over the options in the left pane of the home page to view additional details for each option.

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If you are a returning user, you will need to complete and submit a Project Director Request, selecting GCA as the Grant Category and GCA 16 for the Grant Program before you can create and start working on your application.

Preliminary applications must be submitted by 5:00pm, March 6, 2017.

If you have any technical difficulties accessing the application, please contact the OHMVR Division at **(916) 324-4442** or at [ohvinfo@parks.ca.gov](mailto:ohvinfo@parks.ca.gov). Please include your full name and complete telephone number (with area code).

On the "Home Page" click "Create User Profile". This action will bring up the User Profile screen.

You will see a square with three dots  throughout the application process; we refer to this as the "Show Look Up" menu. When you select it, it will display field options in a "Lookup" screen.

User Names and Passwords are alphanumeric. User Names must have a minimum length of 3 characters and a maximum length of 10 characters. Passwords must have a minimum length of 5 characters and a maximum of 15 characters.

Create User Profile



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## User Details

*Login Name:	fname		*Confirm Password:	*****
*Password:	*****			
Prefix:				
*First Name:	First		*Last Name:	Last
*Display Name:	F Last			
*Address Line 1:	1725 23rd Street			
Address Line 2:				
*City :	Sacramento		*State:	CA
*Phone :	(916) 324-4442		*Zip 1:	95816
Fax :			Zip 2:	
*e-Mail Address :	fname@parks.ca.gov		Phone Extension :	
*Designation / Title:			Menu Style :	Drop Down List
*Parent Agency :				
*County :				
Photo:		Browse...	Signature:	
Password Reset :	<input type="radio"/> Yes <input type="radio"/> No		User Status :	Inactive
				Show Security

OK

Cancel

Comment Line: Select Designation / Title Description

Complete the required fields under "User Details" (\* denotes a required field).

**Note:** Create your own login name (User Name) and password. The user login name and password you create will be your user id to login in the future.

Select the Show Look Up menu for "Designation/Title". This action will bring up the Lookup menu.



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### User Details

\*Login Name:

\*Password:

Prefix:

\*First Name:

\*Display Name:

\*Address Line 1:

Address Line 2:

\*City:

\*Phone:

Fax:

\*e-Mail Address:

\*Designation / Title:

\*Parent Agency:

\*County:

Photo:

Password Reset: ☐ Yes ☐ No

Comment Line:

### Lookup

Enter search criteria in the filter field(s) and click on Lookup

Code:

Description:

Lookup Reset Close

Record Count: 39 Page 1 of 1

	Code	Description
<input type="checkbox"/>	GA	Grants Administrator
<input type="checkbox"/>	GM	Grants Manager
<input type="checkbox"/>	GPM	Grants Program Manager
<input type="checkbox"/>	LAR	Landscape Architect
<input type="checkbox"/>	MGR	Manager
<input type="checkbox"/>	NRS	Natural Resource Specialist
<input type="checkbox"/>	OHVS	OHV Specialist
<input type="checkbox"/>	OM	Operations Manager
<input type="checkbox"/>	ORP	Outdoor Recreation Planner
<input type="checkbox"/>	PC	Project Coordinator
<input type="checkbox"/>	PCEO	President & Chief Executive Officer
<input type="checkbox"/>	PD	Program Director

Select your title. If one is not provided, click "Other".

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## User Details

*Login Name:	fname	
*Password:	*****	*Confirm Password: *****
Prefix:	<input type="text"/>	
*First Name:	First	*Last Name: Last
*Display Name:	F Last	
*Address Line 1:	1725 23rd Street	
Address Line 2:	<input type="text"/>	
*City :	Sacramento	*State: CA <input type="text"/> *Zip 1: 95816 Zip 2: <input type="text"/>
*Phone :	(916) 324-4442	Phone Extension : <input type="text"/>
Fax :	<input type="text"/>	Menu Style : Drop Down List <input type="text"/>
*e-Mail Address :	fname@parks.ca.gov	
*Designation / Title:	PD <input type="text"/> Program Director	*Role Code : <input type="text"/>
*Parent Agency :	<input type="text"/>	
*County :	<input type="text"/>	
Photo:	<input type="text"/> Browse...	Signature: <input type="text"/> Browse...
Password Reset :	<input type="radio"/> Yes <input type="radio"/> No	User Status : Inactive <input type="text"/> <input type="button" value="Show Security"/>

Comment Line: [Select Role Description](#)Select the Show Look Up menu  for "Role Code".

## Lookup

Enter search criteria in the filter field(s) and click on Lookup

Code :

Description :

Lookup

Reset

Close

Record Count : 3

Page 1 of 1

	Code	Description
<input type="checkbox"/>	CONS	Consultant
<input checked="" type="checkbox"/>	GRANTE	Grant Applicant
<input type="checkbox"/>	GRANTR	Division Staff

## User Details

\*Login Name:

\*Password:

Prefix:

\*First Name:

\*Display Name:

\*Address Line 1:

Address Line 2:

\*City :

\*Phone :

Fax :

\*e-Mail Address :

\*Designation / Title:   Program Di

\*Parent Agency :

\*County :

Photo:

Password Reset : ☐ Yes ☐ No

Comment Line:


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Select "Grant Applicant". You will see several codes listed, but those applying for our Grant are a "Grant Applicant". This is an off –the-shelf product so there will be some options that are not applicable to our program.



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## User Details

*Login Name:	fname		
*Password:	.....	*Confirm Password:	.....
Prefix:	▼		
*First Name:	First	*Last Name:	Last
*Display Name:	F Last		
*Address Line 1:	1725 23rd Street		
Address Line 2:			
*City :	Sacramento	*State:	CA ...
		*Zip 1:	95816 Zip 2:
*Phone :	(916) 324-4442	Phone Extension :	
Fax :		Menu Style :	Drop Down List ▼
*e-Mail Address :	fname@parks.ca.gov		
*Designation / Title:	PD ...	Program Director	*Role Code :
			GRANTE ... Grant Applicant
*Parent Agency :	 ...		
*County :	...		
Photo:		Browse...	Signature:
			Browse...
Password Reset :	<input type="radio"/> Yes <input type="radio"/> No		User Status :
			Inactive ▼

OK Cancel

Comment Line: Select Parent Agency Description

Select the Show Look Up menu  for "Parent Agency".

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## User Details

\*Login Name: fname  
\*Password: .....  
Prefix:   
\*First Name: First  
\*Display Name: F Last  
\*Address Line 1: 1725 23rd Street  
Address Line 2:   
\*City: Sacramento  
\*Phone: (916) 324-4442  
Fax:   
\*e-Mail Address: fname@parks.ca.gov  
\*Designation / Title: PD Program Dir  
\*Parent Agency:   
\*County:   
Photo:   
Password Reset: ☐ Yes ☐ No

Comment Line:

## Lookup

Enter search criteria in the filter field(s) and click on Lookup

Federal Id: Description: 

Lookup



Reset



Close

Record Count: 205

Page 3 of 5


	Fed. Id	Description	Org. Unit
<input type="checkbox"/>	XX-XXXXXXX	Nevada County Woods Riders	18
<input type="checkbox"/>	XX-XXXXXXX	OHV Test Land	99
<input type="checkbox"/>	XX-XXXXXXX	Once upon a time	097
<input type="checkbox"/>	XX-XXXXXXX	One Track Mind Snowmobile Assoc.	38
<input type="checkbox"/>	XX-XXXXXXX	Orange County Dualies	19
<input type="checkbox"/>	XX-XXXXXXX	Paradise	98

Select "Agency". Make sure that you select your correct agency, if you select the wrong agency, your project director will not be able to assign you as a user.



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## User Details

\*Login Name:   
\*Password:  \*Confirm Password:   
Prefix:   
\*First Name:  \*Last Name:   
\*Display Name:   
\*Address Line 1:   
Address Line 2:   
\*City:  \*State:  \*Zip 1:  Zip 2:   
\*Phone:  Phone Extension:   
Fax:  Menu Style:   
\*e-Mail Address:   
\*Designation / Title:  Program Director \*Role Code:  Grant Applicant  
\*Parent Agency:  OHV Test Land  
\*County:    
Photo:  Browse... Signature:  Browse...  
Password Reset: ☐ Yes ☐ No User Status:

Comment Line: 






Select the Show Look Up menu  for "County".
















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**User Details**

\***Login Name:**   
\***Password:**   
**Prefix:**    
\***First Name:**   
\***Display Name:**   
\***Address Line 1:**   
**Address Line 2:**   
\***City :**   
\***Phone :**   
**Fax :**   
\***e-Mail Address :**   
\***Designation / Title:**     
\***Parent Agency :**     
\***County :**    
**Photo:**    
**Password Reset :** ☐ Yes ☐ No

**Comment Line:** **Lookup****Enter search criteria**  **in the filter field(s) and click on Lookup****Code :** **Description :** **Lookup****Reset****Close****Record Count :** **Page 1 of 2** 

	Code	Description
	059	Orange
	061	Placer
	063	Plumas
	065	Riverside
	067	Sacramento
	069	San Benito
	071	San Bernardino
	073	San Diego
	075	San Francisco
	077	San Joaquin
	079	San Luis Obispo

Select the County in which your office is located.

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User Details

\*Login Name:

\*Password:

\*Confirm Password:

Prefix:

\*First Name:

\*Last Name:

\*Display Name:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip 1:

Zip 2:

\*Phone:

Phone Extension:

Fax:

Menu Style:

\*e-Mail Address:

\*Designation / Title:

Program Director

\*Role Code:

Grant Applicant

\*Parent Agency:

OHV Test Land

\*County:

Sacramento

Photo:

Browse...

Signature:

Browse...

Password Reset: ☐ Yes ☐ No

User Status:

Show Security

OK

Cancel

Comment Line:

You are required to answer at least one security question. Click on the “Show Security” button.

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User Details

\*Display Name:

F Last

\*Address Line 1:

1725 23rd Street

Address Line 2:

\*City :

Sacramento

\*State:

CA

...

\*Zip 1:

95816

Zip 2:

\*Phone :

(916) 324-4442

Phone Extension :

Fax :

Menu Style :

Drop Down List

▼

\*e-Mail Address :

fname@parks.ca.gov

\*Designation / Title:

PD

...

Program Director

\*Role Code :

GRANTE

...

Grant Applicant

\*Parent Agency :

XX-XXXXXXX

...

OHV T

\*County :

067

...

Sacramento

Photo:

B

Browse...

Password Reset :

☐ Yes ☒ No

Inactive

▼

Hide Security

Security Question 1 :

What is your favorite color?

...

\*Security Answer 1 :

Blue

x

Security Question 2 :

...

Security Answer 2 :

OK

Cancel

Comment Line:

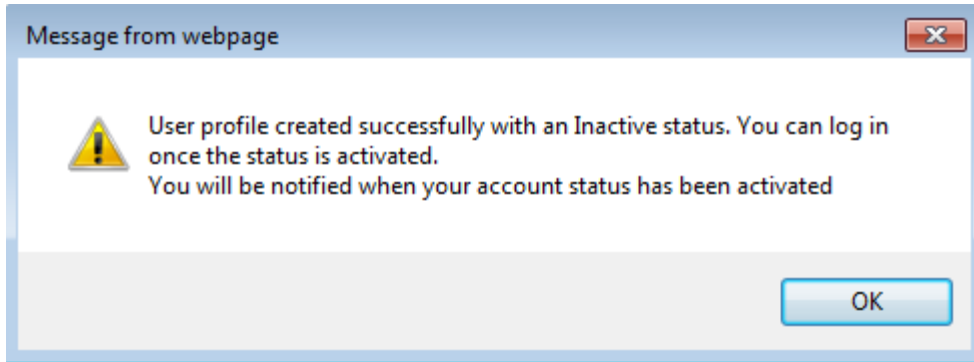
Enter Security Answer 1

You are only required to answer one security question.

From Show Look Up menu...select a security question and provide an answer. Click the "OK" button at the bottom of the screen.



After clicking the “OK” button, you should receive the following message:



If not, you must correct the errors.

**NOTE: An OHMVR Division Grants member must activate your account before proceeding any further.**

Users will not be able to access an application until one is created by the designated Project Director and users are assigned permissions by the Project Director.

# Step 3: Project Director Request

A Project Director is a person from the grantee agency responsible for performing administrative functions in OLGA for their agency. A Project Director is responsible for the following tasks:

- Creating an application
- Assigning users access to projects
- Updating agency information
- Submitting the application

***Note: Project Directors must be activated by OHMVR Division staff and will be notified by email once activated.***

**A new Project Director must be established for each grant cycle.**

We recommend one Project Director per agency, but you can assign more than one. Just remember that anyone with the Project Director status has the ability to submit the application. Once the application is submitted, it cannot be recalled.

- Home
- Getting Started
- EGrAMS (OLGA) Login
- Register Your Agency
- Create User Profile
- Project Director Request**
- Public Review Instructions
- Review Preliminary Application
- Review Final Applications
- Validate Workstation
- Grant Opportunity Notification
- Search Grants
- Current Grants**
  - Division of Boating and Waterways
  - Grant & Cooperative Agreements
  - Recreational Trails Program

Welcome to the **On-line Grants Application (OLGA)** for the California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division's Grants and Cooperative Agreements program and the Recreational Trails Program. OLGA is a web-based application system which aids users throughout the grants process. Move the mouse over the options in the left pane of the home page to view additional details for each option.

We are now accepting applications for the 2016/2017 (G16) grants cycle.

If you would like to apply for a grant, and this is your first time using OLGA, you should click on the "Getting Started" button on the left side of this screen to learn how to register your agency and create a user profile. You will also learn about designating a Project Director, who will coordinate project requests and user accounts for your agency.

If you are a returning user, you will need to complete and submit a Project Director Request, selecting GCA as the Grant Category and GCA 16 for the Grant Program before you can create and start working on your application.

Preliminary applications must be submitted by 5:00pm, March 6, 2017.

If you have any technical difficulties accessing the application, please contact the OHMVR Division at **(916) 324-4442** or at [ohvinfo@parks.ca.gov](mailto:ohvinfo@parks.ca.gov). Please include your full name and complete telephone number (with area code).

On the "Home Page", click on the "Project Director Request".





Home  
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Create User Profile  
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Review Final Applications  
Validate Workstation  
Search Grants  
Current Grants

Do you have a valid EGrAMS Login Name:

☒ Yes ☐ No

\*EGrAMS Login Name:

fname

\*Password :

Agency :

OHV Test Land

Is this your correct agency:

☒ Yes ☐ No

\*Grant Category:

\*Grant Program:

Note: Once you input your user login name and password, your selection will automatically populate into the "Agency" field.

OK

Cancel

Comment Line: [Select Grant Category Code](#)

Complete the required fields (\* indicates a required field). Confirm your agency by selecting the "Yes" button.

## Lookup

Enter search criteria ⓘ in the filter field(s) and click on Lookup

Category :

Description :

Lookup

Reset

Close

Record Count : 3

Page 1 of 1

	Category	Description
<input type="checkbox"/>	BW	Boating and Waterways
<input type="checkbox"/>	GCA	Grant & Cooperative Agreements
<input type="checkbox"/>	RTP	Recreational Trails Program

Select the Show Lookup menu ⓘ for “Grant Category”.

## Project Director Request

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Register Your Agency  
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Validate Workstation  
Search Grants  
Current Grants

Do you have a valid EGRAMS Login Name:

\*EGRAMS Login Name:

\*Password :

Agency :

Is this your correct agency:

\*Grant Category:

\*Grant Program:

Comment Line:

## Lookup

Enter search criteria in the filter field(s) and click on Lookup

Code :

Description :

Lookup

Reset

Close

Record Count :

6

Page 1 of 1

	Code	Description
<input type="checkbox"/>	GCA-12	Grants and Cooperative Agreements Program - 2012/2013
<input type="checkbox"/>	GCA-13	Grants and Cooperative Agreements Program - 2013/2014
<input type="checkbox"/>	GCA-14	Grants and Cooperative Agreements Program - 2014/2015
<input type="checkbox"/>	GCA-15	Grants and Cooperative Agreements Program - 2015/2016
<input type="checkbox"/>	GCA-16	Grants and Cooperative Agreements Program - 2016/2017
<input type="checkbox"/>	RTP-16x	Recreational Trails Program (Motorized Project) - 2016

Select the Show Lookup menu for "Grant Program".



Home  
Getting Started  
EGrAMS (OLGA) Login  
Grant Opportunity Notification  
Register Your Agency  
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Public Review Instructions  
Review Preliminary Application  
Review Final Applications  
Validate Workstation  
Search Grants  
Current Grants


Do you have a valid EGrAMS Login Name: ☒ Yes ☐ No


\*EGrAMS Login Name:

\*Password :

Agency :

Is this your correct agency: ☒ Yes ☐ No

\*Grant Category:  

\*Grant Program:  



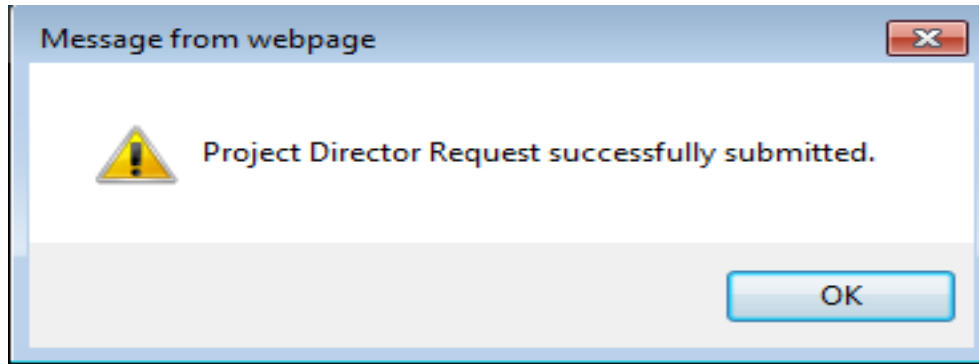
 OK

 Cancel

Comment Line:

Once all required fields are completed, click the “OK” button.

If done correctly, you will see the following message:



If not, you must correct the errors.

**NOTE: An OHMVR Division Grants member must activate the Project Director Request before proceeding any further.**

Once you submit the Project Director Request, OHMVR Division will notify you by email that your request has been activated.

At that point, as a Project Director, you may proceed with completing the following processes:

- Creating an Application
- Assigning Users

Users will not be able to access an application until one is created by the Project Director and users are assigned permissions.

# Change/Forgot Password

To change your password, select “Change Password” on the OLGA Login page.

- You must know your User Name and Password.
- If you do not know your User Name, please contact your Grant Administrator.

If you forgot your password, select “Forgot Password” on the OLGA Login page.

- If you do not know your User Name and/or Security Question(s)/Answer(s), please contact your Grant Administrator.

[Home](#)[Getting Started](#)[EGrAMS \(OLGA\) Login](#)[Register Your Agency](#)[Create User Profile](#)[Project Director Request](#)[Public Review Instructions](#)[Review Preliminary Application](#)[Review Final Applications](#)[Validate Workstation](#)[Grant Opportunity Notification](#)[Search Grants](#)**Current Grants**[Division of Boating and  
Waterways](#)[Grant & Cooperative Agreements](#)[Recreational Trails Program](#)**Login**\*User Name: \*Password:  OK **Change Password** **Forgot Password**

Enter User Name and Password.

Note: Password is case sensitive.

To change your password, select “Change Password”.



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Search Grants

**Current Grants**

Division of Boating and  
Waterways  
Grant & Cooperative Agreements  
Recreational Trails Program


**Change Password**\*User Name :\*Old Password :\*New Password :\*Retyp e New Password :  OK Cancel

You must know your User Name and Password. If you do not know your User Name, please contact your Grant Administrator. If you do not know your password, you will need to use the forgot password button.

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**Current Grants**

Division of Boating and  
Waterways  
Grant & Cooperative Agreements  
Recreational Trails Program

**Login**\*User Name: \*Password:  OK Change Password Forgot Password

Enter User Name and Password.

Note: Password is case sensitive.

If you forgot your password, select "Forgot Password".

Home  
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EGrAMS (OLGA) Login  
Register Your Agency  
Create User Profile  
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Public Review Instructions  
Review Preliminary Application  
Review Final Applications  
Validate Workstation  
Grant Opportunity Notification  
Search Grants

**Current Grants**

Division of Boating and  
Waterways  
Grant & Cooperative Agreements  
Recreational Trails Program

**Forgot Password**

*User Name:	<input type="text"/>
Security Question 1 :	<input type="text"/>
*Security Answer 1 :	<input type="text"/>
Security Question 2 :	<input type="text"/>
*Security Answer 2 :	<input type="text"/>
*New Password:	<input type="text"/>
*Retype New Password:	<input type="text"/>

If you do not know your User Name and or Security Questions/Answers, please contact your Grant Administrator.

# OLGA Instructions

**Step 4: Create Application**

**Step 5: Assign Users to Projects**


**Step 6: Enter Grant Application**



# Step 4: Create an Application

- Once a user has been activated as a Project Director by OHMVR Division staff, they may create an application.
- Each Applicant submits one application for each grant cycle; however, the application may contain multiple projects.
- Only an approved Project Director may create an application.

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- Grant Opportunity Notification
- Search Grants
- Current Grants**
  - Division of Boating and Waterways
  - Grant & Cooperative Agreements
  - Recreational Trails Program

**Login**\*User Name: \*Password:  OK Change Password Forgot Password

Enter User Name and Password.

Note: Password is case sensitive.

The Project Director must login to OLGA from the OLGA "Login" screen.

## Hello

Welcome to the Online Grant Application (OLGA).

You may begin using the application by selecting menu options from the top menu bar or the OLGA Menu at the bottom of each page.

If you wish to view or update your User Profile, please [click here](#).

If you have any problem accessing the application, please contact the OHMVR Division at (916) 324-4442 or at [ohvinfo@parks.ca.gov](mailto:ohvinfo@parks.ca.gov). Please include your full name and complete telephone number (with area code).

User Name: *lexample [ L Example ]* , Agency: *San Bernardino County Sheriffs Department*

[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)

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Then select "OLGA Menu" from the footer of the "Welcome screen"



Select Level 1 Menu



Select Level 2 Menu



Select Level 3 Menu

[Home](#) | [Logout](#)User Menu  

Timeout : 120 mins

Date : Jan-11-17

## Grant Applicant

## Project Director

[Agency Information](#)[Letter of Intent](#)[Create Application](#)[Assign Agency Users](#)[Assign User to Projects](#)[Equipment Inventory](#)[Technical Assist. Registration](#)[Application Status](#)[Amendment Request](#)[Email Log](#)[Op Advance Request](#)[Line Item Transfer](#)

## Grant Application

[Start a New Application](#)[Enter Grant Application](#)[Grant Application Preview](#)[Application Status](#)[Upload Documentation](#)

## Reporting

[Progress Reports](#)[Payment Status](#)

User Name: testusers [ T Users ] , Agency: OHV Test Land

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The "User Menu" screen will display, then select "Create Application."



Setup

Review

\*Grant Program :

...

\*Agency :

XX-XXXXXXX

OHV Test Land

Project:

...

	Project Code	Project Reference #	Project Title	Active
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<div>...</div>			<input checked="" type="checkbox"/>

Find

OK

Cancel

Comment Line:

User Name: *fname [ F Last ]* , Agency: OHV Test Land

California.gov Home | OLGA Home | OLGA Menu | Contact OLGA | Contact Information | State Agencies Directory

Privacy Policy | Accessibility Policy | Security Policy

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The page will automatically default to the review screen. Click the Setup button, then select the Show Lookup menu for “Grant Program”.

Grant Applicant

Project Director

Create Application

Setup

Review

\*Grant Program :

...

\*Agency :

XX-XXXXXXX

OHV Test Land

Project:

...

	Project Code	Project Reference #	Project Title
<input type="checkbox"/>	...		
<input type="checkbox"/>	...		
<input type="checkbox"/>	...		
<input type="checkbox"/>	...		
<input type="checkbox"/>	...		
<input type="checkbox"/>	...		
<input type="checkbox"/>	...		
<input type="checkbox"/>	...		
<input type="checkbox"/>	...		
<input type="checkbox"/>	...		

Comment Line:

User Name: *fname [ F Last ]* , Agency: OHV Test Land

http://olga.ohv.parks.ca.gov/?ControlName=ctlLookupGra...

### Lookup


Enter search criteria in the f

Code :

Description :

Lookup

Record Count : 1

	Code	Description
	GCA-16	Grants and Cooperative Agreements Program - 2016/2017

If you do not see the current grant cycle, you have not created a project director request for the grant cycle or your request has not been approved.

100%

Select Grant Program; your selection will automatically populate the "Grant Program" field.



Grant Applicant



Project Director



Create Application



Home | Logout

Create Application

(\*) - Required field

Timeout : 110 mins

Date : Dec-07-16

Setup

Review

\*Grant Program : GCA-16 ... Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

Project:  ... 

	Project Code	Project Reference #	Project Title	Active
<input type="checkbox"/>	<input type="text"/> ...		<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Find

OK

Cancel

Comment Line: 

User Name: flname [ F Last ] , Agency: OHV Test Land

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To create projects, select the Show Lookup menu under project code.

http://olga.ohv.parks.ca.gov/?ControlName=dgAdd\_ctl02\_...

**Lookup**

Enter search criteria in the filter field(s) and click on Lookup

Code :

Title :

Record Count : 7 Page 1 of 1

	Code	Title
<input type="checkbox"/>	A	Acquisition
<input type="checkbox"/>	D	Development
<input type="checkbox"/>	G	Ground Operations
<input type="checkbox"/>	L	Law Enforcement
<input type="checkbox"/>	P	Planning
<input type="checkbox"/>	R	Restoration
<input type="checkbox"/>	S	Education & Safety

Grant Applicant  Project Director

\*Grant Program : GCA-16 Grants and Cooperative Agreements Program - 2010

\*Agency : XX-XXXXXXX OHV Test Land

Project:  **Skip this field**

	Project Code	Project Reference #	Project Title
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment Line:

User Name: flname [ F Last ] , Agency: OHV Test Land

Select the appropriate box to select the project which you will be applying. Your selection will automatically populate the “Project Title” field and assign a “Project Reference #”.

You may apply for several projects in one application. Based on your agency type, the projects you are eligible to apply for will display.



Grant Applicant

Project Director

Create Application

go Home | Logout

Create Application

(\*) - Required field

Timeout : 119 mins

Date : Dec-07-16

Setup

Review

\*Grant Program : GCA-16 Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

Project:  X

	Project Code	Project Reference #	Project Title	Active
<input checked="" type="checkbox"/>	G	G16-03-99-G01	Ground Operations	<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>


Find OK Cancel

Comment Line:

User Name: flname [ F Last ] , Agency: OHV Test Land

[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)[Privacy Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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To add additional projects, select the Show Lookup menu  for the project code field and repeat steps.

\*Grant Program : GCA-16  Grants and Cooperative Agreements Program - 2016/2017  
\*Agency : XX-XXXXXXX OHV Test Land  
Project:

	Project Code	Project Reference #	Project Title	Active
<input checked="" type="checkbox"/>	G <input type="text"/>	G16-03-99-G01	Ground Operations	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	R <input type="text"/>	G16-03-99-R01	Restoration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	S <input type="text"/>	G16-03-99-S01	Education & Safety	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	L <input type="text"/>	G16-03-99-L01	Law Enforcement - Area 1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	L <input type="text"/>	G16-03-99-L02	Law Enforcement - Area 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Comment Line:

User Name: flname [ F Last ] , Agency: OHV Test Land

[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)

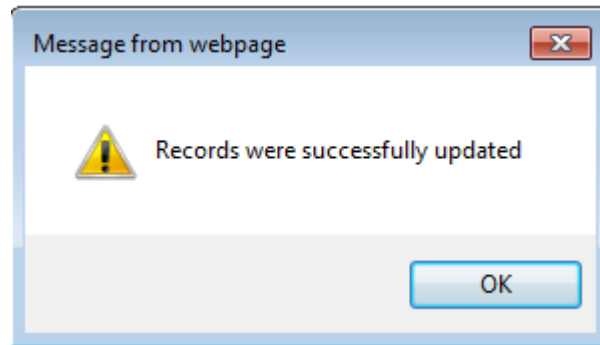
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If you are applying for more than one project of the same type, you may add an additional description to the “Project Title” field.

Once you have created all projects for which you will be applying, click the “OK” button to save entries.

You will receive the following message:



**Setup** **Review**

\*Grant Program :    
 \*Agency :    
 Project:

	Project Code	Project Reference #	Project Title	Active
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Comment Line:

After you click okay you will see blank fields; don't worry. Click the "Find" button to refresh the screen.


Grant Applicant



Project Director



Create Application

[Home](#) | [Logout](#)[Create Application](#)  

(\*) - Required field

Timeout : 120 mins
















Date : Dec-07-16

 Setup Review

\*Grant Program : GCA-16 Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

Project:   

	Project Code	Project Reference #	Project Title	Active
<input type="checkbox"/>	D 	<input type="text"/>	General Application Requirements 	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G 	G16-03-99-G01	Ground Operations 	<input checked="" type="checkbox"/>
<input type="checkbox"/>	L 	G16-03-99-L01	Law Enforcement - Area 1 	<input checked="" type="checkbox"/>
<input type="checkbox"/>	L 	G16-03-99-L02	Law Enforcement - Area 2 	<input checked="" type="checkbox"/>
<input type="checkbox"/>	R 	G16-03-99-R01	Restoration 	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S 	G16-03-99-S01	Education & Safety 	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

 Find OK CancelComment Line: User Name: *fName [ F Last ]* , Agency: OHV Test Land[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)[Privacy Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Your projects will display along with the general application requirements.



# Deactivate Project

- You may not delete a project from your application once saved.
- You MAY deactivate project(s).

Grant Applicant



Project Director



Create Application



Home | Logout

Create Application  

(\*) - Required field

Timeout : 96 mins

Date : Dec-07-16

 Setup Review

\*Grant Program : GCA-16 ... Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

Project: ... 

	Project Code	Project Reference #	Project Title	Active
<input type="checkbox"/>	D ...		General Application Requirements	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G ...	G16-03-99-G01	Ground Operations	<input checked="" type="checkbox"/>
<input type="checkbox"/>	L ...	G16-03-99-L01	Law Enforcement - Area 1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	L ...	G16-03-99-L02	Law Enforcement - Area 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	R ...	G16-03-99-R01	Restoration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	S ...	G16-03-99-S01	Education & Safety	<input type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>



OK

 Cancel

Comment Line:

User Name: ffname [ F Last ] , Agency: OHV Test Land

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In the 'Active' column, select to uncheck the box for the project(s) you want to deactivate. Once you have unchecked all the project(s) you want to deactivate, click the "OK" button to save.

**Note:** If the 'Active' box is greyed-out this indicates the project is inactive. Inactive project(s) will still display in the 'Application Entry' screen.

Grant Applicant ▼

Project Director ▼

Create Application ▼

 Home | LogoutCreate Application  

(\*) - Required field Timeout : 120 mins

Date : Dec-07-16

 Setup  Review

\*Grant Program : GCA-16 ... Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

Project: ... ✕

	Project Code	Project Reference #	Project Title	Active
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>
<input type="checkbox"/>	...			<input checked="" type="checkbox"/>

## Message from webpage



Records were successfully updated



OK

 Find Cancel

Comment Line:

User Name: flname [ F Last ] , Agency: OHV Test Land

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After you have deactivated your project(s) and clicked “OK”, you will see this message.

Grant Applicant



Project Director



Create Application



Home | Logout

Create Application

(\*) - Required field

Timeout : 120 mins

Date : Dec-07-16

Setup

Review

\*Grant Program : GCA-16 Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

Project:



	Project Code	Project Reference #	Project Title	Active
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>

 Find

Cancel

Comment Line:

User Name: *fname [ F Last ]* , Agency: OHV Test Land[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)[Privacy Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Again, you will see blank fields; click the “Find” button to refresh your screen.

Grant Applicant



Project Director



Create Application



Home | Logout

Create Application



(\*) - Required field

Timeout : 120 mins

Date : Dec-07-16

Setup

Review

\*Grant Program : GCA-16 Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

Project:



	Project Code	Project Reference #	Project Title	Active
<input type="checkbox"/>	0		General Application Requirements	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G	G16-03-99-G01	Ground Operations	<input checked="" type="checkbox"/>
<input type="checkbox"/>	L	G16-03-99-L01	Law Enforcement - Area 1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	L	G16-03-99-L02	Law Enforcement - Area 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	R	G16-03-99-R01	Restoration	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S	G16-03-99-S01	Education & Safety	<input type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input checked="" type="checkbox"/>

Find

OK

Cancel

Comment Line:


User Name: *fname [ F Last ]* , Agency: OHV Test Land

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To assign users (Step 5), select “OLGA Menu” to return to the User Menu screen.



# Step 5: Assign Users to Projects

- OLGA allows your agency to have multiple users working on your application.
- It requires a user identified as a Project Director with an 'active' status to assign projects and permissions for other users.
- Once the Project Director has created an application, the Project Director may then give other agency users authorization to work on the application/project(s).

Select Level 1 Menu



Select Level 2 Menu



Select Level 3 Menu

[Home](#) | [Logout](#)User Menu  

Timeout : 120 mins

Date : Jan-11-17

## Grant Applicant

## Project Director

[Agency Information](#)[Assign Agency Users](#)[Technical Assist. Registration](#)[Email Log](#)[Letter of Intent](#) [Assign User to Projects](#)[Application Status](#)[Op Advance Request](#)[Create Application](#)[Equipment Inventory](#)[Amendment Request](#)[Line Item Transfer](#)

## Grant Application

[Start a New Application](#)[Application Status](#)[Enter Grant Application](#)[Upload Documentation](#)[Grant Application Preview](#)

## Reporting

[Progress Reports](#)[Payment Status](#)

User Name: testusers [ T Users ] , Agency: OHV Test Land

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From the "User Menu" screen select "Assign User to Projects."

Grant Applicant ▼

Project Director ▼

Assign User to Projects ▼

go

[Home](#) | [Logout](#)

Timeout : 120 mins

Date : Dec-07-16

 Setup  Review

## Specify search criteria....

\*Grant Program : GCA-16 ... Grants and Cooperative Agreements Program - 2016/2017


\*Agency : XX-XXXXXXX OHV Test Land

User :  Role : Permission : Option : ☐ Pending ☐ Assigned ☒ AllUser Status : ☐ Active ☐ InActive Find Cancel

Comment Line:

User Name: *fname [ F Last ]* , Agency: OHV Test Land[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)[Privacy Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Click the Setup button (agency and program should auto populate), then select the Show Lookup menu  for "User". This action will bring up the user "Lookup" screen.

Grant Applicant

Project Director

Assign User to Projects

Setup

Review

Specify search criteria....

\*Grant Program : GCA-16 Grants and Cooperative Agreements Program - 201

\*Agency : XX-XXXXXXX OHV Test Land

User : Role

Permission : Opti

User Status : ☐ Active ☐ InActive

http://olga.ohv.parks.ca.gov/?ControlName=ctlLookupUs...

### Lookup

Enter search criteria in the filter field(s) and click on Lookup

User Name :

Display Name :

Record Count : 5 Page 1 of 1

	User Name	Name
<input type="checkbox"/>	fname	First Last
<input type="checkbox"/>	LName	Fname Lname

100%

Comment Line:

User Name: fname [ F Last ] , Agency: OHV Test Land

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The Show Lookup window will display all users that created a user profile under your agency. Click the appropriate box to select the user for whom you are assigning permissions. You can only select one at a time.

Grant Applicant

Project Director

Assign User to Projects

go

Home | Logout

Timeout : 119 mins

Date : Dec-07-16

Setup

Review

## Specify search criteria....

\*Grant Program : GCA-16 Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

User : |Name x Fname Lname Role : GRANTE Grant Applicant

Permission : Option : ☐ Pending ☐ Assigned ☒ All

User Status : ☒ Active ☐ InActive

Find

Cancel

Comment Line:

User Name: ffname [ F Last ] , Agency: OHV Test Land

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Verify the "User Status" is defaulted to "Active", then click "Find".



Grant Applicant

Project Director

Assign User to Projects

go

Home | Logout

Timeout : 120 mins

Date : Dec-07-16

Assign User to Projects

Setup

Review

1 Of 1

## Specify search criteria....

\*Grant Program : GCA-16 Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

User : LName Fname Lname

Role : GRANTE Grant Applicant

Permission : Option : ☐ Pending ☐ Assigned ☒ AllUser Status : ☒ Active ☐ InActive

Delete	Project	Project Title	Status	Permission	Cat. Appl.	Category
<input type="checkbox"/>	<input type="checkbox"/>	0	General Application Requirements	<input type="checkbox"/>	<input type="checkbox"/>	...
<input type="checkbox"/>	<input type="checkbox"/>	G	Ground Operations	<input type="checkbox"/>	<input type="checkbox"/>	...
<input type="checkbox"/>	<input type="checkbox"/>	L	Law Enforcement - Area 1	<input type="checkbox"/>	<input type="checkbox"/>	...
<input type="checkbox"/>	<input type="checkbox"/>	L	Law Enforcement - Area 2	<input type="checkbox"/>	<input type="checkbox"/>	...
<input type="checkbox"/>	<input type="checkbox"/>	R	Restoration	<input type="checkbox"/>	<input type="checkbox"/>	...
<input type="checkbox"/>	<input type="checkbox"/>	S	Education & Safety	<input type="checkbox"/>	<input type="checkbox"/>	...

Find

OK


Cancel

Comment Line:

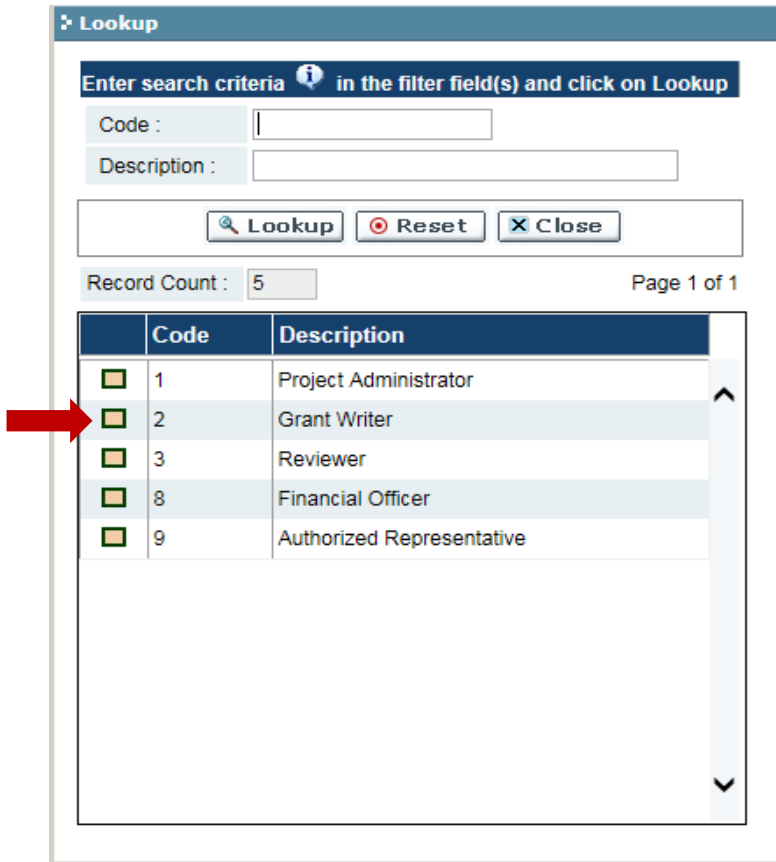
User Name: flname [ F Last ] , Agency: OHV Test Land

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This will display your active projects that you created. Verify again that the “User Status” is defaulted to “Active”. Click the Show Lookup menu  button for permissions for the project on which the user will be working on.

Select the appropriate box that fits the permission you want to assign the user for that project. Your selection will automatically populate into the “Permission” field. Most will be a Grant Writer; the other titles do not apply. Again, this is an off-the shelf product.



The screenshot shows a 'Lookup' dialog box with a search criteria section and a table of results. A red arrow points to the checkbox for 'Project Administrator' (Code 1).

	Code	Description
<input type="checkbox"/>	1	Project Administrator
<input type="checkbox"/>	2	Grant Writer
<input type="checkbox"/>	3	Reviewer
<input type="checkbox"/>	8	Financial Officer
<input type="checkbox"/>	9	Authorized Representative

#### Permissions:

**Project Administrator** – responsible for performing the administrative tasks for the agency and has full access to the grant application, including permission to submit.

**Granter Writer** – responsible for entering the grant application and has full access to the grant application.

**Reviewer** – responsible for reviewing the grant application.

**Financial Officer** – responsible for reviewing the budgetary aspects of the grant application.

**Authorized Representative** – responsible for approving contracts and payments.

**Please Note:** If you assign permissions as a project administrator, the user will have the same rights as a Project Director and will have the ability to create projects, assign users, and submit the application.

Grant Applicant ▼ Project Director ▼ Assign User to Projects ▼ go Home | Logout

Assign User to Projects

Timeout : 120 mins

Date : Jan-18-17

Setup Review

1 Of 1

## Specify search criteria....

\*Grant Program : GCA-16 ... Grants and Cooperative Agreements Program - 2016/2017  
 \*Agency : XX-XXXXXXX OHV Test Land  
 User : LName ... Fname Lname Role : GRANTE Grant Applicant  
 Permission : ... Option : ☐ Pending ☐ Assigned ☒ All  
 User Status : ☒ Active ☐ InActive

	Delete	Project	Project Title	Status	Permission	Cat. Appl.	Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	General Application Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Grant Writer	<input type="checkbox"/>	...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	Ground Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Grant Writer	<input type="checkbox"/>	...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	L	Law Enforcement - Area 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Grant Writer	<input type="checkbox"/>	...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	L	Law Enforcement - Area 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Grant Writer	<input type="checkbox"/>	...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	R	Restoration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 2 Grant Writer	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	<input type="checkbox"/>	S	Education & Safety	<input type="checkbox"/>	<input type="checkbox"/> ...	<input type="checkbox"/>	...

Find OK Cancel

Comment Line:

User Name: fname [ F Last ] , Agency: OHV Test Land

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**Note:** If you want to LIMIT users' access further to: Read, Write, or No Access (NA), select the box under the "Cat. Appl.". Then click the Show Lookup menu (orange box) under the "Category" column for the project(s) you selected.

Section Category

Date : Dec-07-16


User Name

Fname Lname

Project

Restoration

Section	Section Description	Access
BUS	Project Description	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
MISC	Location Map	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
FIN	Project Cost Estimate	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
ERDS	Environmental Review Data Sheet (ERDS)	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
EVAL	Evaluation Criteria	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA



☒ OK

☐ Close

For each "Section", click the appropriate access option for the user. Once access options for each "Section" has been selected, click the "OK" button to "Save".

Grant Applicant ▼ Project Director ▼ Assign User to Projects ▼ go Home | Logout  
Assign User to Projects ⓘ ⓘ Timeout : 115 mins Date : Jan-18-17

Setup Review

1 Of 1

## Specify search criteria....

\*Grant Program : GCA-16 ... Grants and Cooperative Agreements Program - 2016/2017

\*Agency : XX-XXXXXXX OHV Test Land

User : LName ... Fname LName Role : GRANTE Grant Applicant

Permission : ... Option : ☐ Pending ☐ Assigned ☒ All

User Status : ☒ Active ☐ InActive

	Delete	Project	Project Title	Status	Permission	Cat. Appl.	Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	General Application Requirements	<input checked="" type="checkbox"/>	2 ... Grant Writer	<input type="checkbox"/>	...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	Ground Operations	<input checked="" type="checkbox"/>	2 ... Grant Writer	<input type="checkbox"/>	...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	L	Law Enforcement - Area 1	<input checked="" type="checkbox"/>	2 ... Grant Writer	<input type="checkbox"/>	...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	L	Law Enforcement - Area 2	<input checked="" type="checkbox"/>	2 ... Grant Writer	<input type="checkbox"/>	...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	R	Restoration	<input checked="" type="checkbox"/>	2 ... Grant Writer	<input type="checkbox"/>	...
<input type="checkbox"/>	<input type="checkbox"/>	S	Education & Safety	<input type="checkbox"/>	...	<input type="checkbox"/>	...

To Enter Grant Application (Step 6), select "OLGA Menu" to return to the User Menu screen

User Name: fname [ F Last ] , Agency: OHV Test Land

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**Note:** If you wish to remove "Cat. Appl." which limits Users' access within a project, then click the "Cat. Appl." button to uncheck this feature and click "OK". When all permissions have been assigned for user, click "OK". Follow the previous steps to assign permissions to additional users. Remember, you can only assign permission to one user at a time.



# Step 6: Enter Grant Application

- Once Users have been assigned permissions they may begin working on the project(s) created by the Project Director.

Select Level 1 Menu





Select Level 2 Menu



Select Level 3 Menu



go

[Home](#) | [Logout](#)User Menu  

Timeout : 120 mins

Date : Jan-11-17

## Grant Applicant

## Project Director

[Agency Information](#)[Letter of Intent](#)[Create Application](#)[Assign Agency Users](#)[Assign User to Projects](#)[Equipment Inventory](#)[Technical Assist. Registration](#)[Application Status](#)[Amendment Request](#)[Email Log](#)[Op Advance Request](#)[Line Item Transfer](#)

## Grant Application

[Start a New Application](#)[Enter Grant Application](#)[Grant Application Preview](#)[Application Status](#)[Upload Documentation](#)

## Reporting

[Progress Reports](#)[Payment Status](#)

User Name: testusers [ T Users ] , Agency: OHV Test Land

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From the "User Menu" screen select "Enter Grant Application."

Grant Applicant ▼

Grant Application ▼

Enter Grant Application ▼

go

[Home](#) | [Logout](#)

Timeout : 120 mins

Date : Dec-07-16

Enter Grant Application



Timeout : 120 mins

Date : Dec-07-16

*Status:	<input checked="" type="radio"/> Open <input type="radio"/> All		
Program:	<input type="text" value="XX-XXXXXXX"/>	<input type="button" value="..."/>	<input type="text" value="OHV Test Land"/>
Agency :	<input type="text" value="XX-XXXXXXX"/>		<input type="text" value="OHV Test Land"/>
Project :	<input type="text" value=""/>	<input type="button" value="..."/>	<input type="text" value=""/>
Stages :	<input type="text" value=""/>	<input type="button" value="..."/>	<input type="text" value=""/>
Status :	<input type="text" value=""/>	<input type="button" value="..."/>	<input type="text" value=""/>

go

User Name: *fname [ F Last ]* , Agency: OHV Test Land[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)[Privacy Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Select the Show Lookup menu  to select Program.

Grant Applicant

Grant Application

Enter Grant Application

\*Status: ☒ Open ☐ AllProgram: 

Agency: XX-XXXXXXX

OHV Test Land

Project: Stages: Status: 

http://olga.ohv.parks.ca.gov/?ControlName=ctlLookupPro...


### Lookup

Enter search criteria in the filter field(s) and click on Lookup

Code :

Description :

Record Count : 1 Page 1 of 1

	Code	Description
	GCA-16	Grants and Cooperative Agreements Program - 2016/2017

100%

User Name: flname [ F Last ] , Agency: OHV Test Land

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Select appropriate Grants and Cooperative Agreements program.

Grant Applicant

Grant Application

Enter Grant Application

go

Home | Logout

Timeout : 120 mins

Date : Dec-07-16

Enter Grant Application

\*Status: ☒ Open ☐ All

Program: GCA-16 Grants and Cooperative Agreements Program - 2016/2017



Agency : XX-XXXXXXX OHV Test Land

Project :



Stages :

Status :



go

Cancel

User Name: *fname [ F Last ]* , Agency: OHV Test Land[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)[Privacy Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Click "Go".

\*Status: ☒ Open ☐ All

Program:  ... Grants and Cooperative Agreements Program - 2016/2017 ×

Agency:  OHV Test Land

Project:  ... ×

Stages:  ... Status:  ... × go

Category	Reference	Project	Title	Status	Errors	Validate	Submit
		0	General Application Requirements	APP - P		<input type="checkbox"/>	<input type="checkbox"/>
OM	G16-03-99-G01	G	Ground Operations	APP - P		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-L01	L	Law Enforcement - Area 1	APP - P		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-L02	L	Law Enforcement - Area 2	APP - P		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-R01	R	Restoration	APP - P		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-S01	S	Education & Safety	APP - P		<input type="checkbox"/>	<input type="checkbox"/>

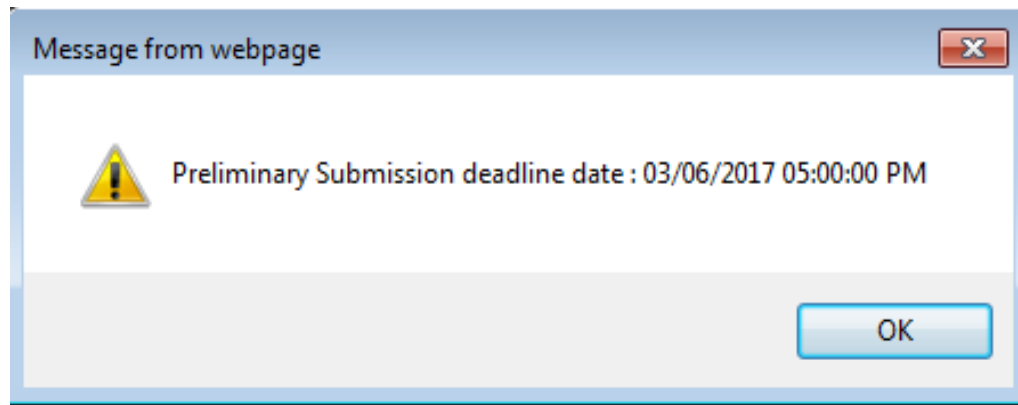
Gray box denotes that project has been inactivated.

Validate Cancel

This will bring up the projects you created along with the General Application Requirements. Click on the General Requirements or project to start your application process.



You will see this message pop-up frequently reminding you of the submission deadline date:



We recommend that  
Validate after you  
complete each tab.

Select blue tabs to  
access pages. Some  
tabs will contain  
multiple pages.

Use arrows to  
scroll across  
tabs.

Use arrow  
to move to  
next page  
under tab.

Copies content from  
previous applications.  
Be sure to edit your  
content thoroughly when  
using the copy button.

Face Sheet Transa

Agency OHV

Application : Gener

Index

General

oment Inventory

HMP

Soil C

Certification

Save

Save +

Validate

Errors

PDF

Copy

Show Tree

Show Instructions

## 1. Agency Information

a. *Agency Name	OHV Test Land		
b. Organizational Unit			
c. *Address	123 Test Lane		
d. Address 2			
e. *City	Sacramento	*State	CA
f. *Federal ID Number	XX-XXXXXXX	*Zip 1	95842
g. Agency's fiscal year (beginning month and day)	January	Zip 2	
h. *Agency type			
	<input type="radio"/> City	<input checked="" type="radio"/> County	
	<input type="radio"/> U.S. Forest Service	<input type="radio"/> U.S. Forest Service - Patrol District	
	<input type="radio"/> U.S. Bureau of Land Management	<input type="radio"/> Other Federal Agency	
	<input type="radio"/> Federally Recognized Native American Tribe	<input type="radio"/> Educational Institution	
	<input type="radio"/> Nonprofit Organization - 501(c)(3) status only	<input type="radio"/> State Agency	
	<input type="radio"/> District		

User Name: *fname [ F Last ]* , Agency: OHV Test Land[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)[Privacy Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Close

Closes the current screen and returns to the main screen

Errors

Displays errors

Save

Saves entries

PDF

Displays the current section in pdf format

Save +

Saves entries and moves to the next page

Spell

Performs a spell check on the text entered in the respective section

Validate

Checks for errors

Show Tree

Displays a site map of the current section

Agency : OHV Test Land Program : Grants and Cooperative Agreements Program - 2016/2017  
Application : General Application Requirements

[Show Documents](#)

Index General Location Map Equipment Inventory HMP Soil Conservation

Save Save + Validate Errors PDF Copy

#### A. \*Location Map

- Click on 'Show Documents' located in the upper right-hand corner of the screen to access the Location Map.  
- Once the Location Map displays, click on the 'Applicant's Location' box and enter your agency's name in the box (deleting 'Applicant's Location' if it appears).  
- Save the Location Map to your desktop or other appropriate location, then click the 'Browse...' button to attach the Location Map.

Attachment Title	File Name
<input type="checkbox"/>	

Documents	X
<a href="#">Grants and Cooperative Agreements Program Regulations</a>	
<a href="#">Grants and Cooperative Agreements Program Regulations - Appendix</a>	
<a href="#">Habitat Management Program (HMP)</a>	
<a href="#">Location Map</a>	
<a href="#">Soil Conservation Standard and Guidelines</a>	
<a href="#">Soil Conservation Plan Checklist</a>	
<a href="#">Application Submittal Instructions</a>	

Comment Line:

User Name: ffname [ F Last ] , Agency: OHV Test Land

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The Show Documents link has links to different documents, including the regulations, HMP/Soil guidelines, application instructions, location map, which you will need to complete for this tab.

Agency : OHV Test Land Program : Grants and Cooperative Agreements Program - 2016/2017

Application : General Application Requirements

[Show Documents](#)

Index General Location Map Equipment Inventory HMP Soil Conservation Public Review Certification

Close

Description	Status	Del	Errors	Comments	Files
<b>General</b>					
1. Agency	✓				
2. Project	✓				
3. Contact	✓				
<b>Location Map</b>					
A. Location Map	✓	×			
<b>Equipment Inventory</b>					
A. Equipment Inventory		×			
<b>Habitat Management Program (HMP)</b>					
PART 1 - DETERMINE THE NEED FOR FULL HABITAT MANAGEMENT PROGRAM (HMP)	✓	×			
PART 2 - HABITAT MANAGEMENT PROGRAM (HMP)	✓				
<b>Soil Conservation</b>					
PART 1 - DETERMINE THE NEED FOR FULL SOIL CONSERVATION PLAN (SCP)	✓				


Filter Options : ALL Find PDF

Cancel

User Name: flname [ F Last ] , Agency: OHV Test Land

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The index tab is a useful tool for establishing where you are at with the project completion. You can delete content on a page, see if you have errors, and if you have attachments. If you click on the red error button , it will tell you where the error is located.


## WE AGREEMENTS PR

Timeout :

- 2016/2017

 Find

on Public Review Certification ◀ ▶ X Close

Status	Del	Errors	Comments	Files
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>				

PDF Preview X Close



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The window will display the errors for that page. If you select the box, it will take you to the page where the error occurred.

\*Status: ☒ Open ☐ All

Program:   Grants and Cooperative Agreements Program - 2016/2017

Agency :

Project :

Stages :   Status :

Category	Reference	Project	Title	Status	Errors	Validate	Submit
		0	General Application Requirements	APP - W	<input checked="" type="button" value="X"/>	<input type="checkbox"/>	<input type="checkbox"/>
OM	G16-03-99-G01	G	Ground Operations	APP - W		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-L01	L	Law Enforcement - Area 1	APP - P		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-L02	L	Law Enforcement - Area 2	APP - P		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-R01	R	Restoration	APP - P		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-S01	S	Education & Safety	APP - P		<input type="checkbox"/>	<input type="checkbox"/>

User Name: *fname [ F Last ]* , Agency: OHV Test Land

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If you have errors, you will see the error buttons  in various locations. We recommend clearing errors before proceeding to the next task. To complete your project cost-estimate, click a project link, in this case, Law Enforcement 1.



Agency : OHV Test Land      Program : Grants and Cooperative Agreements Program - 2016/2017  
Application : Law Enforcement - Area 1

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 [Show Tree](#) [Previous](#) [Next](#)

### 1. Project Cost Estimate

Category : Staff  
Classification Seq. : 1  
Instructions : Indicate any and all staff expected to perform duties/work for the biologist, volunteer).

	Description	Qty
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Comment Line:

User Name: flname [ F Last ] , Agency: OHV Test Land

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#### Section Tree

- Project Cost Estimate
  - DIRECT EXPENSES
    - Program Expenses
      - Staff
      - Contracts
      - Materials / Supplies
      - Equipment Use Expenses
      - Equipment Purchases
      - Others
    - INDIRECT EXPENSES
      - Indirect Costs
        - Indirect Costs
    - Project Cost Summary

[OK](#)

To easily navigate, use the “Show Tree”. Highlight the desired link and click “OK”.

Agency : OHV Test Land Program : Grants and Cooperative Agreements Program - 2016/2017

Application : Ground Operations

[Show Documents](#)[Index](#) [Project Description](#) [Attachments](#) [Cost Estimate](#) [ERDS](#) [Evaluation](#)[Close](#)[✓ Spell](#) [Save](#) [Save](#) [Validate](#) [Errors](#) [PDF](#) [Copy](#)[Show Tree](#)

## A. \*Statement of GO Activity

[Hide Instructions](#)

The Project Description shall provide sufficient clarity such that those not familiar with the Applicant or Project can understand what the Applicant intends to do.

Provide a statement of the GO activity the Applicant proposes to undertake such as scraping, grading, planting; erosion control; irrigation system installation and maintenance or other follow-up:

0 characters



Comment Line:

User Name: *fname [ F Last ]* , Agency: OHV Test Land[California.gov Home](#) | [OLGA Home](#) | [OLGA Menu](#) | [Contact OLGA](#) | [Contact Information](#) | [State Agencies Directory](#)[Privacy Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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To complete the project cost-estimate, click on the “Project Cost-Estimate” tab.

Agency : OHV Test Land      Program : Grants and Cooperative Agreements Program - 2016/2017  
Application : Law Enforcement - Area 1

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[Close](#)

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[Show Tree](#)**1. Project Cost Estimate**

Category :	Staff	Type :	Expenditure
Classification Seq. :	1	Sub Type :	Direct
Narrative :			
Instructions :	Indicate any and all staff expected to perform duties/work for the Project, by job title or classification (e.g., patrol deputy, OHV technician, FPO, OHV manager, biologist, volunteer).		

	Description	Qty	Rate	UoM	Total	Grant Req.	Match	Notes
<input type="checkbox"/>	<input type="checkbox"/> ...							
<input type="checkbox"/>	<input type="checkbox"/> ...							
<input type="checkbox"/>	<input type="checkbox"/> ...							
<input type="checkbox"/>	<input type="checkbox"/> ...							
<input type="checkbox"/>	<input type="checkbox"/> ...							
<input type="checkbox"/>	<input type="checkbox"/> ...							
<input type="checkbox"/>	<input type="checkbox"/> ...							
<input type="checkbox"/>	<input type="checkbox"/> ...							
<b>Totals :</b>					0.00	0.00	0.00	

[Cancel](#)

Comment Line:

User Name: flname [ F Last ] , Agency: OHV Test Land

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Each page represents a line item; in this case staff. Select the Show Lookup menu under Description to begin; this will display a title menu.

Agency : OHV Test Land

Program : Grants and Cooperative Agreements Program - 2016/2017

Application : Law Enforcement - Area 1

[Show Documents](#)[Index](#)[LE Needs](#)[LE Certification](#)[Cost Estimate](#)[Save](#)[Save +](#)[Validate](#)[Errors](#)[PDF](#)[Close](#)[Tree](#)[Previous](#) [Next](#)Narrative : [New](#)

O, OHV manager,

Match	Notes

0.00

[Cancel](#)

## 1. Project Cost Estimate

Category : Staff

Classification Seq. : 1

Instructions : Indicate any and all staff expected to perform biologist, volunteer).

Record Count : 9

Page 1 of 1

	Code	Description
	AO	Administration Officer
	LEO	Law Enforcement Officers
	MS	Medical Staff
	PR	Park Ranger
	RNG	Ranger
	SGT	Sergeant
	SUP	Supervisor
	TECH	Technician
	ZZZ	Other

100%

	Description	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Comment Line:

User Name: ffname [ F Last ] , Agency: OHV Test Land

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Select the appropriate title. If you do not see the appropriate title, select "Other"; this will Display an additional field to manually enter title.

Agency : OHV Test Land Program : Grants and Cooperative Agreements Program - 2016/2017  
Application : Law Enforcement - Area 1

[Show Documents](#)

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X Close


Save Save + Validate Errors PDF Copy

Show Tree

### 1. Project Cost Estimate

Category : Staff Type : Expenditure  
Classification Seq. : 1 Sub Type : Direct Narrative : 

Instructions : Indicate any and all staff expected to perform duties/work for the Project, by job title or classification (e.g., patrol deputy, OHV technician, FPO, OHV manager, biologist, volunteer).

	Description	Qty	Rate	UoM	Total	Grant Req.	Match	Notes
<input checked="" type="checkbox"/>	Law Enforcement Officers	580.0000	69.340	HRS	40,217.00	30,162.00	10	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Comment Line:

User Name: *fname [ F Last ]* , Agency: OHV Test Land

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#### Notes

The OHV Test Land team has requested 1600 staffing hours for Law Enforcement officers. The amount of hours breaks down to 160, 10 hour details. Generally details consist of 2-man patrol units so this further breaks down to approximately 80 patrol shifts. The Test Land OHV team is requesting an increase in staffing hours in this years grant cycle due to the opening of several new OHV routes.

OK X Close

To provide additional detail, use the “Notes” box to the right.

Agency : OHV Test Land    Program : Grants and Cooperative Agreements Program - 2016/2017  
Application : Law Enforcement - Area 1    [Show Documents](#)

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[Save](#)   [Save +](#)   [Validate](#)   [Print](#)   [PDF](#)   [Copy](#)   [Show Tree](#)   [Previous](#)   [Next](#)

1. Project Cost Estimate

Category : Staff    Type : Expenditure  
Classification Seq. : 1    Sub Type : Direct    Narrative : [Narrative](#)  
Instructions : Indicate any and all staff expected to perform duties/work for the Project, by job title or classification (e.g., patrol deputy, OHV technician, FPO, OHV manager, biologist, volunteer).

	Description	Qty	Rate	UoM	Total	Grant Req.	Match	Notes
<input checked="" type="checkbox"/>	Law Enforcement Officers	580.0000	69.340	HRS	40,217.00	30,162.00	10,055.00	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
Totals :					40,217.00	30,162.00	0.00	

[Cancel](#)  
Comment Line:

To see layout, you can save a pdf. at any time.

## Project Cost Estimate for Grants and Cooperative Agreements Program - 2016/2017

12/7/2016

Agency: OHV Test Land  
Application: Law Enforcement - Area 1

FOR OFFICE USE ONLY:		Version # _____	APP # _____			
APPLICANT NAME :	OHV Test Land					
PROJECT TITLE :	Law Enforcement - Area 1	PROJECT NUMBER (Division use only) :	G16-03-99-L01			
PROJECT TYPE :	<input checked="" type="checkbox"/> Law Enforcement <input type="checkbox"/> Restoration <input type="checkbox"/> Education & Safety <input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input type="checkbox"/> Ground Operations <input type="checkbox"/> Planning					
PROJECT DESCRIPTION :						
Line Item	Qty	Rate	UOM	Grant Req.	Match	Total
<b>DIRECT EXPENSES</b>						
<b>Program Expenses</b>						
1	<b>Staff</b>					
1. Law Enforcement Officers	580.0000	69.340	HRS	30,162.00	10,055.00	40,217.00
Notes : The OHV Test Land team has requested 1600 staffing hours for Law Enforcement officers. The amount of hours breaks down to 160, 10 hour details. Generally details consist of 2-man patrol units so this further breaks down to approximately 80 patrol shifts. The Test Land OHV team is requesting an increase in staffing hours in this years grant cycle due to the opening of several new OHV routes.						
2	<b>Contracts</b>					
3	<b>Materials / Supplies</b>					
4	<b>Equipment Use Expenses</b>					
1. Vehicle Operations and Maintenance	1.0000	12500.000	MISC	9,375.00	3,125.00	12,500.00
Notes : Routine maintenance of 4 Dual Sport Motorcycles, 1 Jeep, 3 ATV's, 1 Razor and 2 UTV's throughout the grant period.						



**Budget Category Application** mins Date : Jan-18-17

Agency : OHV Test Land Program :  
Application : Law Enforcement - Area 1

Index LE Needs LE Certification Cost

**1. Project Cost Estimate**

Category : Staff  
Classification Seq. : 1

Instructions : Indicate any and all staff expected to be biologist, volunteer).

	Description
<input type="checkbox"/>	Law Enforcement Officers
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

http://olga.ohv.parks.ca.gov/?Title=Select&GrantPro...

**Section Tree**

- Project Cost Estimate
  - Project Cost Estimate
    - DIRECT EXPENSES
      - Program Expenses
        - Staff
        - Contracts
        - Materials / Supplies
        - Equipment Use Expenses
        - Equipment Purchases
        - Others
      - INDIRECT EXPENSES
        - Indirect Costs
          - Indirect Costs
      - Project Cost Summary

Narrative :

ician, FPO, OHV manager,

t Req.	Match	Notes
162.00	10,055.00	

**Totals :** 40,217.00 30,162.00 10,055.00

Comment Line:

User Name: ffname [ F Last ] , Agency: OHV Test Land

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To view a summary of your cost-estimate, click on the “Show Tree” button, highlight the Project Cost Summary at the bottom, and select “OK”.



# GRANTS AND COOPERATIVE AGREEMENTS PROGRAM



Budget Category Application

Timeout : 120 mins

Date : Dec-20-16

Agency : OHV Test Land Program : Grants and Cooperative Agreements Program - 2016/2017

Application : Law Enforcement - Area 1

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[Show Tree](#)



## 2. Project Cost Summary

Description	Total	Grant Req.	Match	Narr.
<a href="#">Contracts</a>				
<a href="#">Materials / Supplies</a>				
<a href="#">Equipment Use Expenses</a>	12,500.00	9,375.00	3,125.00	
<a href="#">Equipment Purchases</a>				
<a href="#">Others</a>				
Total Program Expenses	52,717.00	39,537.00	13,180.00	
TOTAL DIRECT EXPENSES	52,717.00	39,537.00	13,180.00	
INDIRECT EXPENSES				
Indirect Costs				
<a href="#">Indirect Costs</a>	5,900.00	5,000.00	900.00	
Total Indirect Costs	5,900.00	5,000.00	900.00	
TOTAL INDIRECT EXPENSES	5,900.00	5,000.00	900.00	
TOTAL EXPENDITURES	58,617.00	44,537.00	14,080.00	

[Cancel](#)

Comment Line:

This will give you an overall view of the line items you have completed. To go back to any line item, select the blue link to the left. **Note:** You cannot make any adjustments on the summary page; you must return to the line item page.

Select Level 1 Menu

Select Level 2 Menu

Select Level 3 Menu

go

[Home](#) | [Logout](#)

User Menu

Timeout : 120 mins

Date : Jan-11-17

## Grant Applicant

## Project Director

[Agency Information](#)[Letter of Intent](#)[Create Application](#)[Assign Agency Users](#)[Assign User to Projects](#)[Equipment Inventory](#)[Technical Assist. Registration](#)[Application Status](#)[Amendment Request](#)[Email Log](#)[Op Advance Request](#)[Line Item Transfer](#)

## Grant Application

[Start a New Application](#)[Enter Grant Application](#)[Grant Application Preview](#)[Application Status](#)[Upload Documentation](#)

## Reporting

[Progress Reports](#)[Payment Status](#)

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Once you have completed the General Application requirements and Projects, you will need to submit them. Click on the “Grant Application Preview” link.

Grant Applicant

Grant Application

Enter Grant Application

go

Home | Logout

Enter Grant Application

Timeout : 120 mins

Date : Jan-18-17

\*Status: ☒ Open ☐ All

Program: GCA-16 Grants and Cooperative Agreements Program - 2016/2017

Agency : XX-XXXXXXX OHV Test Land

Project :

Stages : Status :

Category	Reference	Project	Title	Status	Errors	Validate	Submit
		0	General Application Requirements	APP - W		<input type="checkbox"/>	<input type="checkbox"/>
OM	G16-03-99-G01	G	Ground Operations	APP - W		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-L01	L	Law Enforcement - Area 1	APP - W		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-L02	L	Law Enforcement - Area 2	APP - W		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-R01	R	Restoration	APP - P		<input type="checkbox"/>	<input type="checkbox"/>
	G16-03-99-S01	S	Education & Safety	APP - P		<input type="checkbox"/>	<input type="checkbox"/>



Validate

Cancel

User Name: *fname [ F Last ]* , Agency: OHV Test Land

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If you see the red circle with an x , you have errors that must be removed before you can submit. We recommend validating after you complete each tab to avoid errors at the end.

\*Status:

☒ Open
 ☐ All

Program:

GCA-16

Grants and Cooperative Agreements Program - 2016/2017

×

Agency :

XX-XXXXXXX

OHV Test Land

Project :

×

Stages :

Status :

×

go

Category	Reference	Project	Title	Status	Errors	Validate	Submit
		0	General Application Requirements	APP - W		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OM	G16-03-99-G01	G	Ground Operations	APP - W		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	G16-03-99-L01	L	Law Enforcement - Area 1	APP - W		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	G16-03-99-L02	L	Law Enforcement - Area 2	APP - W		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	G16-03-99-R01	R	Restoration	APP - P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	G16-03-99-S01	S	Education & Safety	APP - P		<input type="checkbox"/>	<input type="checkbox"/>

→

Submit

Cancel

To submit, you will check the buttons under validate and submit, then click the “Submit” button.

**NOTE:** You can submit projects individually, but when you submit the first project, the General Application Requirements will be submitted. You will receive an message saying you have been successfully moved to the next stage.